

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service

### Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

## Multiple Award Schedule

**FSC Group:** Professional Services

**Contract number:** GS07F467AA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**Contract period:** August 1, 2013 – July 31, 2023

**EDJ Associates, Inc.**

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Leesburg, VA 20175

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<http://www.edjassociates.com>

**Contract Administrator:** Angela Moody  
President and CEO  
[amoody@edjassociates.com](mailto:amoody@edjassociates.com)

**Business size:** Economically Disadvantaged Woman Owned Small Business (EDWOSB)  
Woman Owned Small Business (WOSB)

**Price list current as of Modification #[PS-0029 & PA-0031 effective October 28, 2020**

**Prices Shown Herein are Net (discount deducted)**

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## Customer Information

### 1a. Table of Awarded Special Item Numbers

Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541810ODC	541810ODCRC	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
561920	561920RC	Conference Events and Tradeshow Planning Services
OLM	OLMRC	Order-Level Materials (OLM's)
OLMSTLOC		Order-Level Materials (OLM's)

### 1b. Lowest Priced Model/Unit

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable

### 1c. Labor Categories and Descriptions

If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

Labor Categories and Descriptions		
Labor Category	Description	Experience Req
Senior Project Director	Responsible for managing and overseeing work performance on multiple projects. Serves as corporate monitor for Federal contracts. Holds primary responsibility for planning, managing, and overseeing work efforts of multiple project teams, developing and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with contracting officers. Demonstrates advanced skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.	Minimum eight (8) plus years of experience is required in a technically related function. B.S./B.A. in business, public relations, marketing or related discipline is desired or equivalent experience and expertise. Master's degree preferred. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)
Project Director	Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.	Minimum six (6) plus years of experience is required in a technically related function. B.S./B.A. in business, public relations, marketing or related discipline is desired or equivalent experience and expertise. Master's degree preferred. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)
Assistant Project Director	Responsible for managing and overseeing work performance on one or more projects. Holds primary or secondary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of work products.	Minimum six (6) plus years of experience is required in a technically related function. B.S./B.A. in business, public relations, marketing or related discipline is desired or equivalent experience and expertise. Master's degree preferred. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)

<b>Labor Categories and Descriptions</b>		
<b>Labor Category</b>	<b>Description</b>	<b>Experience Req</b>
Writer/Editor	Responsible for the writing and/or editing of substantive reports, white papers, meeting summaries, monographs, program materials or other technical or non-technical documents. Also responsible for compiling materials of subject matter experts for the development of cohesive reports, white papers, or other substantive publications. May also conduct minor research and fact checking for the development of substantive documents.	Minimum five (5) years of writing or editing experience in substantive areas related to the project. BA/BS degree in English, journalism or a related field of study, or equivalent experience and expertise. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)
Web Designer	Responsible for concept, design, implementation and management of client websites. Responsible for web site testing and functionality and ensuring 508 Compliance.	Minimum (4) years of progressively responsible web design experience. Including concept, and functionality testing. Knowledge of Federal agency website regulations. Familiarity with distance learning technologies preferred. B.S./B.A. or equivalent experience degree in related field. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)
Graphic Designer	Responsible for conceptualization and design of graphic applications such as collateral material, environmental graphics, books and magazines, corporate identify, film titling and multimedia interfaces, from concept to completion. Designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Material may be presented either electronically, through paper publications, or both. Generate comps and create layouts and final art.	Requires a minimum of 5 years of experience in design. Bachelor's Degree or equivalent experience required. BFA preferred. Proficiency in Quark, Illustrator, Photoshop and other applicable software is desired in this role.

Labor Categories and Descriptions		
Labor Category	Description	Experience Req
Senior Program Manager	Responsible for managing and overseeing work performance on multiple substantive projects. Serves as corporate monitor for Federal contracts. Holds primary responsibility for planning, managing, and overseeing substantive work efforts of multiple project teams, developing and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with contracting officers. Demonstrates advanced skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.	Minimum ten (10) plus years of substantive experience is required in a related function. B.S./B.A. in related substantive discipline. Advanced degree preferred. Six (6) years of supervisory experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).
Program Manager	Manages substantive projects and project staff. Oversees work of subject matter experts and reviews substantive documents. Meets with project officers to ensure timely completion of project deliverables. Makes use of various skills as they pertain to the different types of programs. Proficient with database management and holds intermediate to advanced knowledge of Microsoft Office, including word processing, spreadsheet, and database applications. Possesses excellent communication skills, both verbal and written, the ability to deal with multiple assignments concurrently.	Minimum eight (8) years of experience with four (4) years of experience in subject matter work. B.S./B.A. or equivalent experience. Advanced degree preferred. Three (3) years of supervisory experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).
Sr. Program Specialist	Implements strategy dictating direction and management of support services in a specified field. Meets with client regularly to discuss performance, propose initiatives, and establish priorities. Responsible for the execution of various tasks to assist in the promotion of programs and services. Makes use of various skills as they pertain to the different types of programs. Proficient with database management and holds intermediate to advanced knowledge of Microsoft Office, including word processing, spreadsheet, and database applications. Possesses excellent communication skills, both verbal and written, the ability to deal with multiple assignments concurrently.	Minimum five (5) years of experience with one (3) years of experience in subject matter work. B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).

<b>Labor Categories and Descriptions</b>		
<b>Labor Category</b>	<b>Description</b>	<b>Experience Req</b>
Program Specialist	<p>Performs directed subject matter work. Supports team in producing high-quality deliverable in time-efficient manner. Meets with client as needed. Responsible for the execution of various tasks to assist in the promotion of programs and services. Makes use of various skills as they pertain to the different types of programs.</p> <p>proficient with database management and are experts with both Microsoft Office and Corel WordPerfect Office suite applications, including word processing, spreadsheet, and database applications. Possess excellent communication skills, both verbal and written, the ability to deal with multiple assignments concurrently.</p>	<p>Minimum two (2) years of experience with one (1) year experience in subject matter work.</p> <p>B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).</p>
Sr. Meeting Professional	<p>Responsible for providing management oversight and planning of pre, on-site, and post meeting /conference activities for large scale conferences and conventions (1,000+ attendees); exhibit hall design and management; budget development and monitoring; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for quality assurance of all contract deliverables. Responsible for liaison with client senior staff. Responsible for Supervision of conference team.</p>	<p>Minimum six (6) years of applicable experience which includes at least four (4) years of meeting/conference /exhibit experience and three (3) years of supervisory or management experience.</p> <p>B.S./B.A. or equivalent experience. Certified Meeting Professional (CMP) Certification preferred. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)</p>
Meeting Planner	<p>Responsible for providing management oversight and planning of pre, on-site, and post meeting /conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.</p>	<p>Minimum four (4) years of applicable experience which includes at least two (2) years of meeting/conference /exhibit experience and one (1) year of supervisory or management experience.</p> <p>B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)</p>

Labor Categories and Descriptions		
Labor Category	Description	Experience Req
Meeting Coordinator	Acts as support personnel for meeting activities. Duties may include such activities as: preparing and shipping event materials; on site assistance at events; processing registrations, preparing letters of confirmation; developing charts and tables; preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; setting up conference meeting rooms; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance.	Minimum two (2) years of applicable experience. A.A./A.S. degree or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. four (4) years of experience is equivalent to an Associate's degree.)
Production Assistant	Provides support to the organization by filling applications and reviewing records. The assistant prints materials, assembles binders, duplicates application binders and review guidebooks, and supports accurate maintenance of the application tracking log.	Entry-level position. High School diploma or GED required.
Data Entry Clerk	Provides front line support for the entry of applications and program review scoring data. The clerk contributes to the ongoing implementation of QC procedures through data validation and cross-referenced file checks.	Entry-level position. High School diploma or GED required.
Administrative Assistant	Provides general office support including answering phones, photocopying records, faxing documents, and entering data in computers.	Entry-level position. High School diploma or GED required.

**2. Maximum order:**

\$1,000,000

**3. Minimum order:**

\$100

**4. Geographic coverage (delivery area).**

Worldwide

**5. Point(s) of production (city, county, and State or foreign country).**

Leesburg, Virginia

**6. Discount from list prices or statement of net price.**

Government Net Prices (discounts already deducted.)

**7. Quantity discounts.**

None

**8. Prompt Payment Terms.**

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

Net 30 Days

**9. Foreign items.**

Not Applicable

**10a. Time of delivery.**

To Be Determined at the Task Order level

**10b. Expedited Delivery.**

To Be Determined at the Task Order level

**10c. Overnight and 2-day delivery.**

To Be Determined at the Task Order level

**10d. Urgent Requirements.**

To Be Determined at the Task Order level

**11. F.O.B. point(s).**

Destination

**12a. Ordering address(es).**

EDJ Associates, Inc.  
202 Church Street, SE, Suite 205  
Leesburg, VA 20175  
[amood@edjassociates.com](mailto:amood@edjassociates.com)

**12b. Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**13. Payment address(es).**

EDJ Associates, Inc.  
202 Church Street, SE, Suite 205  
Leesburg, VA 20175

**14. Warranty provision.**

Standard Commercial Warranty Terms & Conditions

**15. Export packing charges, if applicable.**

Not Applicable

**16. Terms and conditions of rental, maintenance, and repair (if applicable).**

Not Applicable

**17. Terms and conditions of installation (if applicable).**

Not Applicable

**18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**

Not Applicable

**18b. Terms and conditions for any other services (if applicable).**

Not Applicable

**19. List of service and distribution points (if applicable).**

Not Applicable

**20. List of participating dealers (if applicable).**

Not Applicable

**21. Preventive maintenance (if applicable).**

Not Applicable

**22a. Special Attributes**

Special Attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

**22b. Section 508 Compliance**

If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

Not Applicable

**23. Data Universal Number System (DUNS) number.**

043690788

**24. SAM Notification**

Notification regarding registration in System for Award Management (SAM) database.

Contractor registered and active in SAM

**Description of Services**

Founded in 1999, EDJ Associates, Inc. (EDJ) is a certified Woman Owned Small Business (WOSB). EDJ offers core services in management, administrative and logistical support. EDJ manages events, provides logistical support, and offers a range of other management consulting and technical services for a growing portfolio of Federal government and private-sector clients. EDJ also provides file and records management, asset management, grants management and administrative support for clinical trials. Our method of service delivery is driven by our commitment to quality, our implementation of advanced technology, and our belief in the importance of client collaboration. Members of the EDJ project team work closely with our clients to provide logistical and technical support for a wide variety of scientific meetings, training seminars, working groups, international meetings, special events, conferences, exhibit halls and poster sessions, technical assistance workshops, and meetings ranging from 10 to 2,500 participants.

EDJ has the capacity to support large scale grants management, records management, asset management and event management projects while incorporating innovative technology to the advantage of our clients. We have provided support services to high-level officials and planned events in conjunction with the White House and national museums. We have managed sensitive health records for the National Cancer Institute for more than a decade and provided grants management services to the National Science Foundation and the U.S. Department of Housing and Urban Development for close to 10 years.

## **EDJ's Mission**

EDJ is committed to working in partnership with government agencies and with private organizations and companies to ensure access by all citizens to quality health and education services. EDJ accomplishes this goal externally by working as an extension of the client, providing quality services to support them in their mission. Internally, EDJ fosters an environment of autonomy, professionalism, and pride. The result is empowered employees who share the company's philosophy, and who are committed to the client and to meeting all of their needs. To achieve our mission, we use a four-pronged approach:

- EDJ provides technically competent, enthusiastic and responsive staff members who give creative solutions to client needs;
- EDJ offers competitive rates and a sound fiscal base;
- EDJ utilizes state-of-the-art technologies and resources to enhance productivity and cost-effectiveness;
- EDJ develops strong, collaborative and lasting relationships with its clients.

## **EDJ's Clients**

- Department of Health and Human Services
- Centers for Disease Control and Prevention
- Health Resources and Services Administration
- National Science Foundation
- National Cancer Institute
- National Institute of Allergy and Infectious Diseases
- Administration for Children and Families
- Department of Education
- Department of Justice
- Department of Housing and Urban Development

## **SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

Services include providing onsite and offsite administrative support, consultant services, vendor management and overall project management. Project Program and Grants Management services may include:

- Project planning and oversight
- Administrative support
- Reviewer recruitment and retention
- Review meeting facilitation
- Design and maintenance of peer review websites and electronic review systems
- Provision of technical assistance to applicants
- Application processing and distribution
- Technical support of on-line and field reviews
- File auditing and preparation for archiving
- Process analysis and improvement
- Manage asset databases
- Manage physical inventories and location surveys
- Coordinate receipts, storage, and asset disposal with installation support activities
- Assist in purchasing, including data calls and management inquiries, reporting and expansion/refinement of the asset management system
- File and records management
- Design and implementation of file management systems
- Technical assistance information management
- Records archiving and disposition
- Design, implementation and maintenance of Microsoft database of federal records
- Digitization and redaction of hard copy files
- Data abstraction
- Grants management and grant review
- Scientific review support
- Writing and editing support
- Help desk and call center support

## **SIN 561920 Conference Events and Tradeshow Planning Services**

Services include making all necessary arrangements for conferences, events, seminars and trade shows. Event marketing services may include:

- Project management
- Domestic, international, and virtual event management
- Coordination and implementation of third-party participation
- Collection management of third-party payment for participation

- Liaison support with venue
- Audiovisual and information technology support
- Topic and speaker identification
- Site location research
- Reservation of facilities
- On-site meeting and registration support
- Editorial services
- Automation and telecommunications support
- Design and editing productions
- Mailing and other communication with attendees including pre/post meeting mailings, travel support and computer database creation.

EDJ pays all up-front charges e.g., payment of consultants and vendors, funding the reservation of conference space, and/or hotel accommodations. The individual agency's Task Orders will provide additional information on responsibility for payment. EDJ pays for all appropriate services on time and in accordance with any Task Orders issued and then bills the agency for the charges per task order agreement.

Any Federal agency can purchase supplies and services from EDJ by using the streamlined GSA procedures.

**For More information about our services please contact:**

Angela Moody [amoody@edjassociates.com](mailto:amoody@edjassociates.com)

P.703-738-9150

F. 703.738-9149



## Contractor Price List

SIN #	Labor Category	8/1/2018 - 7/31/2019	8/1/2019 - 7/31/2020	8/1/2020 - 7/31/2021	8/1/2021 - 7/31/2022	8/1/2022 - 7/31/2023
561920 541611	Senior Project Director	\$ 149.42	\$ 152.51	\$ 155.56	\$ 158.67	\$ 161.85
561920 541611	Project Director	\$ 101.67	\$ 103.71	\$ 105.78	\$ 107.90	\$ 110.05
561920 541611	Assistant Project Director	\$ 82.94	\$ 84.59	\$ 86.29	\$ 88.01	\$ 89.77
561920 541611	Writer/Editor	\$ 134.45	\$ 137.14	\$ 139.88	\$ 142.68	\$ 145.53
561920 541611	Web Designer	\$ 75.40	\$ 76.91	\$ 78.44	\$ 80.01	\$ 81.61
561920 541611	Graphic Designer	\$ 82.73	\$ 84.39	\$ 86.07	\$ 87.80	\$ 89.55
561920 541611	Sr. Program Manager	\$ 134.57	\$ 137.26	\$ 140.01	\$ 142.81	\$ 145.66
561920 541611	Program Manager	\$ 99.68	\$ 101.68	\$ 103.71	\$ 105.79	\$ 107.90
561920 541611	Sr. Program Specialist	\$ 80.06	\$ 81.66	\$ 83.29	\$ 84.96	\$ 86.66
561920 541611	Program Specialist	\$ 74.76	\$ 76.25	\$ 77.78	\$ 79.33	\$ 80.92
561920 541611	Sr. Meeting Professional	\$ 117.23	\$ 119.57	\$ 121.96	\$ 124.40	\$ 126.89
561920 541611	Meeting Planner	\$ 101.67	\$ 103.71	\$ 105.78	\$ 107.90	\$ 110.05
561920 541611	Meeting Coordinator	\$ 60.59	\$ 61.80	\$ 63.04	\$ 64.30	\$ 65.58
561920 541611	Production Assistant	\$ 30.32	\$ 30.93	\$ 31.55	\$ 32.18	\$ 32.82
561920 541611	Data Entry Clerk	\$ 34.89	\$ 35.59	\$ 36.30	\$ 37.03	\$ 37.77
561920 541611	Administrative Assistant	\$ 53.15	\$ 54.22	\$ 55.30	\$ 56.41	\$ 57.53

## GSA ODC Ceiling Amounts by Line Item

SIN	Item/Support Labor	ODC Ceiling
541810, OLM	Hotel or Venue Expenses	\$615,046.14
541810, OLM	Audio Visual	\$57,948.64
541810, OLM	Equipment Rental	\$162,849.56
541810, OLM	Conference Supplies and Materials	\$10,221.49
541810, OLM	Copying and Printing	\$22,917.00
541810, OLM	Honoraria	\$47,608.81
541810, OLM	Consultants	\$195,010.52
541810, OLM	Database Programmer	\$10,699.30
541810, OLM	Facilitator	\$4,872.55
541810, OLM	Writer/Editor	\$10,699.30
541810, OLM	Technical Writer	\$6,169.35
541810, OLM	Web Programmer	\$5,177.07
541810, OLM	Facilitation	\$17,816.25
541810, OLM	Transcription/Court Reporter	\$3,159.54
541810, OLM	Postage/Courier/FedEx	\$5,798.33
541810, OLM	Staff Travel	\$23,417.48
541810, OLM	Temp Help	\$5,798.33
541810, OLM	Transportation Services	\$11,422.45
541810, OLM	Webcasting Services	\$2,284.01
541810, OLM	Video Production Services	\$13,543.48
541810, OLM	Photography Services	\$4,060.46
541810, OLM	Telephone/Internet	\$12,649.03

## ODC Descriptions

GSA ODC Descriptions		
SIN	Item/Support Labor	Description
541810, OLM	Hotel or Venue Expenses	Includes venue invoices including meeting space, sleeping rooms, audio visual equipment, portorage, onsite technicians, food and beverage and other charges direct from a hotel, conference center or other venue.
541810, OLM	Audio Visual	Includes vendor charges for audio visual services, technicians, stage production, video recording and webcasting services.
541810, OLM	Equipment Rental	Includes booth rentals, drayage, stage sets, laptops, printers and various computer equipment.
541810, OLM	Conference Supplies and Materials	Includes purchase of name badge stock, badge sleeves, tent card holders, lanyards, pens, notepads and other supplies.
541810, OLM	Copying and Printing	Includes general printing of administrative project materials, copying of event materials.
541810, OLM	Honoraria	Includes payment of speakers, presenters, reviewers other required experts.
541810, OLM	Consultants	Includes payment of subject matter consultants and skilled experts.
541810, OLM	Database Programmer	Payment of skilled expert.
541810, OLM	Facilitator	Payment of skilled expert.

GSA ODC Descriptions		
SIN	Item/Support Labor	Description
541810, OLM	Writer/Editor	Payment of skilled expert.
541810, OLM	Technical Writer	Payment of skilled expert.
541810, OLM	Web Programmer	Payment of skilled expert.
541810, OLM	Facilitation	Includes group facilitation, session facilitation, reporting of results and development of action plans
541810, OLM	Transcription/Court Reporter	Includes verbatim and summary meeting reports and/or minutes.
541810, OLM	Postage/Courier/FedEx	Includes mailing services and package delivery.
541810, OLM	Staff Travel	Includes parking, mileage, airfare, lodging for business related transportation.
541810, OLM	Temp Help	Includes temporary, hourly staff.
541810, OLM	Transportation Services	Includes shuttle services and bus rentals.
541810, OLM	Webcasting Services	Includes equipment, production staff, web services, internet and software.
541810, OLM	Video Production Services	Includes production, editing, captioning, formatting and duplication of video projects.
541810, OLM	Photography Services	Includes staged photo shoots for reference materials as well as candid capture of events and other project photos.
541810, OLM	Telephone/Internet	Includes local, long distance and international phone service, skype services, as well as broadband, high speed internet services.

### Service Contract Labor Standards:

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract